



WASHINGTON STATE DEPARTMENT OF
Natural Resources



Radio Operator (Seasonal Career)

Southeast Region

Recruitment # 2007-03-5144

AGENCY MISSION AND CHALLENGE:

The mission of the Department of Natural Resources (DNR) is to provide professional, forward-looking stewardship of our state lands, natural resources, and environment. DNR provides leadership under the Commissioner of Public Lands, an elected official, in creating a sustainable future for the State Trust Lands.

At the DNR, we envision a future in which our human and natural environment provides abundant and diverse social, ecological, and economic benefits for the people of Washington, in this and all future generations. In acting to ensure the vision, we ensure sustainability.

DNR manages over 5 million acres of state-owned land that includes forest, range, commercial, agricultural and aquatic lands. Since 1970 DNR-managed lands have generated \$6 billion that support public schools, state institutions and county services. These lands also provide public benefits that include fish and wildlife habitat, clean and abundant water and public access to outdoor recreation. The DNR operates with a biennial budget of approximately \$400 million and has over 1300 employees. For more information about the department, see the DNR website at www.dnr.wa.gov

Job Classification:

Radio Operator

Type of Position:

This is a permanent, seasonal career position expected to last 6 months.

This position is represented by the WPEA. Once appointed to this position the incumbent will be required to pay union dues or other representation fee within the first 30 days of employment.

Monthly Salary Range:

\$2008 – \$2530

Benefits Package:

Health and dental insurance, retirement pension, vacation, sick leave and holidays

Posting Date:

March 8, 2007

Closing Date:

March 23, 2007

Location:

East Wenatchee

POSITION PROFILE

Under the direction of the Shift Coordinator and/or the Center Manager, the Radio Operator documents and provides communication and administrative assistance to the fire program for both Southeast Region of DNR and the Okanogan - Wenatchee National Forest. Monitors communication and radio dispatch between field resources for the Southeast Region and Okanogan - Wenatchee National Forest and other government agencies city, county, rural fire districts, BIA, etc.

- Dispatch pre-planned resources to incidents and support efforts of field units in managing and controlling incidents
- Receives and transmits radio and telephone messages
- Retrieves and edits fire weather forecasts and reads forecasts over the radio
- Dispatch and track state and national shared resources within area of influence
- Monitor military flight schedules to determine conflicts and coordinate activities
- Completes documentation of incident activities
- Monitors and updates resource tracking maps

REQUIRED POSITION QUALIFICATIONS

- Ability to accurately document information received verbally over the radio, phone and in person
- Ability to effectively utilize various mapping resources
- Ability to function effectively and professionally, both independently and as a team member, while working under high stress conditions for extended periods.

This level of knowledge and skill is **typically** achieved with:

- High school graduate or equivalent
- Two years computer experience, demonstrating increased responsibility

DESIRED POSITION QUALIFICATIONS

- Three years of Initial dispatch-related experience.
- Proven ability in computer applications such as Microsoft Office Suite, (Word, Excel);
- Basic knowledge of research methods;

SPECIAL POSITION REQUIREMENTS AND WORKING CONDITIONS

- Ability to work in a high volume, fast paced and reactive environment
- Willing and able to work extended hours and days (including weekends) during peak fire suppression season
- Must possess a valid drivers license and have two years of driving experience
- Must be at least 18 years of age at the time of hire.
- Must be able to pick up and carry appropriate supplies (up to 25 lbs), as needed, to conduct assigned tasks.

WHO MAY APPLY

This recruitment is open to anyone who meets the required qualifications for this position.

APPLICATION PROCESS

To be considered for this position please submit:

- A letter of interest describing how your experience and qualifications relate to the job profile and the required and desired position qualifications. Indicate in your letter of interest how you learned of this opportunity.
- A completed application – www.dnr.wa.gov/jobs/stateapp.doc
- A 5 year driving abstract issued from the state in which you are currently
- A photocopy of driver's license

The first screening will be based on information contained in your letter of interest and your state application.

Submit all materials by the closing date to:

Electronic method preferred

Sally.bollinger@dnr.wa.gov

OR other method

Sally Bollinger
DNR
713 Bowers Road
Ellensburg, WA 98926

NOTE: Please indicate Radio Operator, recruitment #2007-03-5144 in the subject line of your e-mail.

By submitting the application materials you are indicating that all information is true and correct to the best of your knowledge. You understand that the state may verify information and that untruthful or misleading information is cause for removal from applicant pool or dismissal if employed.

Questions? Please contact Jim Duck at 509.884.3473.

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